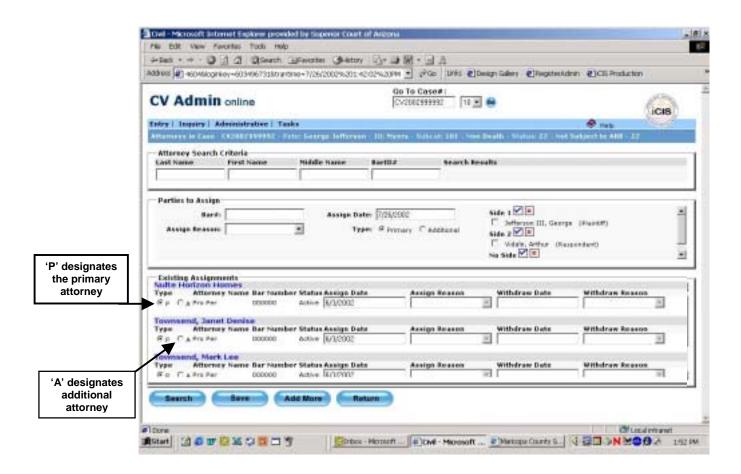
ATTORNEYS IN CASE

The sixth option under **Inquiry** is 'Attorneys in Case'. This screen is divided into three sections. The top section is used to search for an attorney. The center section is where you attach an attorney to a party in the case and the bottom section displays the existing information. When a party is added during case initiation their attorney assignment is always 'Pro Per'. (Note Attorney Name in 'Existing Assignments' section.)



Assigning an Attorney

To assign an attorney to a party begin by searching for the attorney. In the top section fill in at least one criteria field and click the Search button at the bottom of the screen.

The search results will display in a drop-down list at the far right. Select the attorney by clicking on their name.

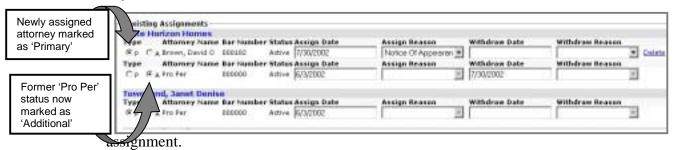


When you select the attorney's name, their bar ID# will automatically populate the Bar ID# field in the center section of the screen. The 'Assign Date' will automatically populate with the case filing date and the 'Type' will be set to Primary by default.

Choose an Assign Reason from the drop-down list



Choose the party to whom the attorney is being assigned by placing a check in the box in front of their name. If the attorney will be representing all parties on a side use the blue check mark to check all with a single click. If you wish to erase all check marks, click the red X. Click Save to save the



If you will be assigning more than one attorney at this time, click the 'Add More' button instead of Save. iCIS will save the attorney assignment then empty the fields to allow more attorney/party assignments.